

ROUTING AND TRANSMITTAL SLIP

12/15

DDA SMC FILE COPY

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. C/Procurement Management Staff/OL			
2.			
3.			
4.			
5.			
<input checked="" type="checkbox"/> Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

*1 - For Action. Please respond direct
with copies to DDA and ExSec.

Suspense: 12 January 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> EXA/DDA	7D1P HQ
	Phone No.

5041-102

* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DD/A REGISTRY
FILE: 45-1

EXECUTIVE SECRETARIAL

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DD&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17					
18					
19					
20					
21					
22					

SUSPENSE _____ Date _____

Remarks

To #6: For direct response. (Note: Addressee has contacted the Director's office several times.)

STAT

Executive Secretary

12 Dec 86

Date

3637 (10-81)

86- 5780x

1429 McCulloh Street o Baltimore, Maryland 21217 o 301/735-5176

28 November 86

**TOLL FREE: 800 PC CAIRS
TELEX: 5106006629**

Honorable William J. Casey
Director of Central
Intelligence Agency
Washington, DC 20505

Dear Mr. Casey:

I read an article in the Government Computer News paper regarding protecting sensitive, unclassified information. As a result of that article, I would like to inform your office of a password protected software package named: CAIRS. Please peruse the data that follows:

On Line/Off Line Offers CAIRS**CAIRS
KEY POINTS**

1. CAIRS has 26 Levels of Security per library!
2. CAIRS has up to 15 Libraries within the Database, each with the capacity for different passwords
3. CAIRS has over 1,400 File Categories per library
4. CAIRS can handle 9,999,999 Records per Library
5. CAIRS can have 100 Fields per per record
6. CAIRS can have up to 1,000 Characters Per Field
7. CAIRS can have up to 18,000 Characters Per Record
8. CAIRS can store up to 26 Outputs per library for Pre-Printed Forms
9. CAIRS can have up to 15 different Record Structures per database
10. CAIRS can be in your office TODAY, from: PC to Mainframe!

**Contact On Line/Off Line for a confidential demonstration at:
(202) 628-0545 or write to:**

**On Line/Off Line
777 14th Street
Suite 747
Washington, D.C. 20005
Attn: Maxwell R. Mitchell**

On Line/Off Line is an 8a company.

Sincerely:

A handwritten signature in black ink, appearing to read 'Maxwell R. Mitchell', written in a cursive style.

**Maxwell R. Mitchell
President**

WHAT IS ON LINE/OFF LINE?

On Line/Off Line is a minority business that manufactures the OL computerized office management system.

The "OL" system is totally IBM compatible and we offer full service including:

- o Software packages/update
- o Consultation
- o Hardware Configuration
- o Local Area Network (LAN) systems

On Line/Off Line's primary objective is client satisfaction. Therefore, all services performed are based upon the client's needs.

WHAT OTHER SERVICES DOES ON LINE/OFF LINE OFFER?

- o Upgrading existing equipment
- o Computerized clearinghouse on available equipment
- o On site repair/maintenance
- o On site training
- o CAIRS

WHAT IS CAIRS?

On Line/Off Line is the International distributor of CAIRS (Computer Assisted Information Retrieval Systems). CAIRS is the solution to all of your data management problems.

CAIRS is a computer software system designed specifically to improve access to data stored in your computer system. It allows data in various formats to be keyed directly onto the computer, for subsequent retrieval or listing via a wide variety of keys and methods..

CAIRS software is suitable for any environment where rapid access to comprehensively cross referenced information is required. Data can be fed into the system and retrieved by a variety of different techniques to suit the demand.

CAIRS offers such powerful features as:

- o Data Capture
- o Thesaurus
- o Database Structure
- o Report Generation
- o Computation
- o Security at all Levels
- o Search Systems
- o Word Processing

Put Stamp here.
The Post Office
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mail without
postage.

NAME _____
ADDRESS _____
CITY _____

On Line/Off Line, Inc.
1429 McCulloh Street
Baltimore, MD 21217

ATT: M. R. Mitchell

Yes, I am interested in the services that On Line/Off Line offers.

Name: _____
Title: _____
Company: _____
Address: _____ Suite _____
City: _____ State: _____ Zip: _____
Telephone: () _____
Best time to contact: _____

WHO ARE WE?

Maxwell R. Mitchell is the President and Chief Executive Officer of On Line/Off Line, Inc.

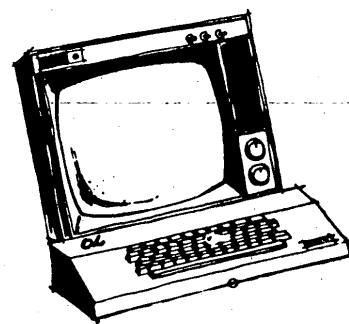
Mr. Mitchell's extensive and varied background in the area of computer technology and office equipment repair has given him the knowledge and expertise required to succeed in this highly technical field.

Max began his career in computer technology in 1975 with IBM. Subsequently, he further developed his expertise while employed with Digital Equipment from 1977 until founding On Line/Off Line, Inc. in 1983.

On Line/Off Line, Inc. has serviced many clients, among them are:

- o Comptroller of the Currency
- o State of Maryland
- o The Jamestown Foundation
- o DTS Office Products
- o Computer Management Information Group
- o Department of the Navy
- o Computer Maintenance & Consultants
- o K & G Computers
- o Leevy Redcross

ON-LINE / OFF-LINE



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